

## **CITY OF BRYAN**

### **JOB DESCRIPTION – 9527**

**Working Title:** MAINTENANCE CREW LEADER

**Career Ladder:** TECHNICAL OPERATIONS

**Level:** 240

**Division:** WATER PRODUCTION & PLANT OPERATIONS

#### **SUMMARY AND PRIMARY FUNCTION**

Lead activities of a work crew engaged in the maintenance and installation of mechanical and piping systems, electrical components and SCADA at the water production and wastewater treatment plants. Report to Foreman/Supervisor.

#### **PRIMARY DUTIES**

Leads and participates in work activities of assignment and/or assigned maintenance personnel; maintain daily work orders and log sheets.

Responsible for tools and equipment assigned to the crew, reporting equipment problems and needs, ensuring proper preventative maintenance and routine equipment inspections.

Determines project materials required from warehouse.

Ensures repair is in accordance with TCEQ regulations; ensures repair is conducted with standard methods and materials.

Reports personnel issues to Foreman/Supervisor and provides input for performance reviews of maintenance personnel.

Responsible for job safety, crew efficiency and communication with residents at the worksite.

Other related duties as required.

Responds regularly and promptly to work.

#### **EDUCATION AND EXPERIENCE**

High school diploma or GED.

Specialized training and certification equivalent to the 'master' level in the skilled trades.

Minimum of 5-8 years successful performance in area of responsibility.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to read and interpret engineering drawings, schedule and supervise activities of work crew and assure the timely completion of assigned work programs.

Ability to motivate and lead crew workers.

Demonstrated proficiency in use of all tools and equipment appropriate to job responsibilities.

Ability to communicate both orally and in writing with various departments, other utilities, contractors and citizens concerning job-related tasks and assignments.

Ability to use GPS technology to record location of existing infrastructure.

Ability to move or lift objects of 80 pounds or more as necessary.

#### **SPECIAL REQUIREMENTS AND LICENSES**

Texas Class B commercial driver's license with a good driving record as measured by the City's evaluation system.

Grade C Water and/or Class II Wastewater Collection Certification; must have both within timeframe set by department.

#### **EQUIPMENT**

Hand tools, power tools, equipment up to and including backhoe, mini-excavator, jet truck, vac-truck, truck-trailer combination, grinder and tap machines.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.